

Credit River Township Board Meeting

Monday, August 3, 2015, 6pm

Meeting Minutes

The August 3, 2015 Credit River Township Meeting was called to order with the Pledge of Allegiance at 6pm, by Chairman Kostik.

Chairman Kostik requested a moment of silence in honor of Supervisor Tom Kraft.

Members Present:

Chairman Kostik, Vice Chairman Novak, Supervisor Schommer, Supervisor Lawrence.

Others Present:

Treasurer LeVoor, Engineer Nelson, Township Attorney Ruppe, Clerk Donovan

6pm: Public Hearing for the Vacation of the Valley Ridge Easement

**Motion to Open Public Hearing for the Vacation of the Valley Ridge Easement: Supervisor Lawrence
Second: Supervisor Schommer
Passed: 4-0**

Hearing no public comments, a motion to close the hearing was requested by Chairman Kostik

**Motion to Close Public Hearing for the Vacation of the Valley Ridge Easement: Supervisor Lawrence
Second: Supervisor Schommer
Passed: 4-0**

**Motion to Approve Resolution 2015-41 for the Vacation of Certain Road Right-of-Way and Drainage and Utility Easements all Located in the Plat of First Addition to Valley Oaks: Supervisor Lawrence
Second: Vice Chairman Novak
Passed: 4-0**

1) Approve or Amend Agenda

Attorney Ruppe requested to add the "Owens Development in New Market" to Old Business as item 4.4

Engineer Nelson requested to add the "Uzlik ADU" to Old Business as item 4.3

Vice Chairman Novak requested to add "Date of September Board Meeting" as item 6 to New Business

Supervisor Schommer requested that "Trees" be Added to Road Report as item 2.

Chairman Kostik requested that "Board Organization" be added to New Business as item 7.

Motion to Approve Amended Agenda: Supervisor Lawrence

Second: Supervisor Schommer

Passed 4-0

2) Consent Agenda

1. June 2015 Treasurer's Report

2. July 2015 Developer's Escrow Statement

Motion to Approve Consent Agenda: Supervisor Schommer

Second: Vice Chairman Novak

Passed: 4-0

3) Open Forum

Resident Mike Jablonski, 21547 Harvest Hills Dr. addressed the board regarding the Harvest Hills Development drainage issues asking for support in correcting the drainage issue that is affecting the property in this development. Supervisor Schommer requested that the resident add this topic to the agenda for September. Engineer Nelson reminded board that the drainage issues for this area were looked into and outlets were determined but the township did not own this property and there was not a funding source. FEMA funds were applied for and denied. Supporting documents will be emailed by Mr. Jablonski prior to the next board meeting.

4) Old Business

1. Mediacom Cable Franchise

Attorney Ruppe advised that the Extension Agreement through December 2015 was approved. Mediacom is now responsible for providing a new agreement.

Supervisor Lawrence asked about the legal fee invoice for Integra and Mediacom. Invoices will be provided by Attorney Ruppe's office this week with the fee breakdown separated by Integra and Mediacom.

2. County Road 75 (Murphy Lake Blvd.) Fund

Chairman Lawrence advised that this was an item being addressed by Supervisor Kraft. Treasure LeVoir also reminded board that fund is for non-routine maintenance only.

A resolution will be prepared for the next meeting for the transfer of funds.

3. Uzlik ADU Update

Engineer Nelson advised that the survey is available in the drop box as 4.3, and has not yet been reviewed. A recommendation by the board cannot be made at this time, as additional drainage calculations are needed and a final Hydrology Report is required. Documents will be prepared for a recommendation at the September meeting and a public hearing planned will be planned for October.

4. Owens Development/New Traditions

Attorney Ruppe recommended a meeting at the New Market Town Hall between New Market Township and Credit River Township before going to the County and the developer New Traditions regarding road improvement and maintenance to Dakota. Engineer Nelson has received a preliminary plat for this project and will forward to the board. Treasurer LeVoir questioned if the cost associated with this can be charged against the New Traditions escrow and Attorney Ruppe advised that it could because it is part of the development. Supervisor Schommer and Chairman Kostik will attend the meeting tentatively scheduled for Thursday, August 5.

5) New Business

1. MATT District 4 Meeting August 10, at Sand Creek Golf Course (Two or more Board Member Meeting notice to be posted.)

2. Park Report

a. Country Court Park Access-

Supervisor Lawrence recommended that a letter be sent to the residents stating that the park entrance will be marked with a post and small sign by the street and the edge of park access. Supervisor Lawrence will send letters.

b. Scottview -Table and Diamond Maintenance

Supervisor Lawrence has ordered the picnic table and advised there is an approximate 45 day lead time. The Scottview HOA has also requested a drag for the diamond. HOA would maintain and store. Board is not recommending to provide this at this time. Supervisor Lawrence and Supervisor Schommer will be meeting with the President of the Scottview HOA in the next few weeks to determine the location of the picnic table site.

c. Gallagher-Play System and Shelter Quotes

Supervisor Lawrence received proposals from St. Croix Recreation for a shelter and play equipment for planning purposes only. Supervisor Schommer is recommending a smaller shelter. Supervisor Lawrence will research a 16x24 shelter quote.

3. Gallagher Snow Plowing Contract Renewal

Supervisor Lawrence advised that the Gallagher Snow Plowing Contract for the snowplow contract is set to expire. Vice Chairman Novak will update the contract with a new retainer rate.

4. July 18th Storm Review.

Chairman Kostik reviewed the tree cutting that was done due to the storm. A thank you note was received from a resident. Tree cutting was done by board members and Collins Tree Service did work as well. Whitewood Ave was blocked, Faircy Lane was blocked. Residents asked about cutting the trees and due to the liability it is not recommended. Attorney Ruppe advised that a liability release can be prepared by if it is determined that the township decides to allow a resident to cut down the trees.

5. Solar Garden Zoning

Chairman Kostik reviewed the Proposed Solar Garden Ordinance sent by Scott County available in the drop box. Scott County is asking for the board to review and make comments prior to September 11. Tax credits are available. The board will review and item will be added to the September agenda.

6. September Boarding Meeting Date

Chairman Kostik is recommending a change to the date of the September Board Meeting due to Labor Day. Supervisor Lawrence recommended to change the date to Wednesday, September 9, 2015.

Continuation of Annual Meeting will be on Monday, September 14 at 7pm.

7. Board Organization

Appointment will need to be made for the fifth board member for the period remaining until March 2016. This position will be up for election for the remaining two year term in March 2016. A process needs to be determined for the appointment of an interim board member. Item will be added to the September board meeting agenda.

Summer Roads will be added to Supervisor Lawrence responsibilities.

Treasurer LeVoi asked about the last payroll check to Supervisor Kraft. Attorney Ruppe advised to make payable to Mary Kraft. It was determined that the final payroll should be \$1000, which includes the June tree cutting. Treasurer advised the board that PERA will be updated to expedite the survivor benefit process.

8. Sheriff's Crime Report was received.

6) Road Report

1. Culvert Repairs

Engineer Nelson updated the information on contacting a contractor to do the seeding to complete projects at 196th & South Fork. Prairie Hills and Flag Tr. were too wet to complete.

2. Misc.Trees

Supervisor Schommer advised that Collins Trees cut and cleaned up trees at Casey Parks, Sue Ann Lane, and Suel Cr.

7) Engineer's Report

1. FEMA Money

Engineer Nelson reviewed the Scott County Disaster Relief spreadsheet stating Credit River Township requested \$55,000, received \$34,000 for Lucerne Tr. Engineer Nelson explained the plan is to raise the elevation of the road, however, wetlands are on both side of the road and will require a permit approval. Road Replacement credits will also be requested. Scott County will need an agreement with the State before an agreement can be made with Credit River

Township. Supervisor Lawrence reminded the board of the work and effort that Supervisor Kraft put into the FEMA project last summer.

2. Scottview Estates 2016 Road Project

Engineer Nelson recommended the Public Improvement Project for Scottview Estates needs to begin. This will be a reclaim and pave project. Feasibility Report has been completed and the estimated cost is \$784,000. The Scottview Park assessment calculation process was reviewed. Preliminary informational meeting will be held Monday, September 21, 2015 at 7pm for residents input. Letter will be sent the last week of August.

Motion to Accept Resolution 2015-42 Accepting Feasibility Study on the Proposed Improvement Project of the Roads within Scottview Estates- Pending Attorney Changes: Vice Chairman Novak

Second: Supervisor Schommer

Passed 4-0

3. 2015 Road Improvement Project (Flag, Gensmer, Rolling Oaks)

Engineer Nelson is requesting a three week extension and advised that the project completion is expected to be October 9, 2015.

Treasurer LeVair advised that the Assessment Rolls will need to be adopted at the October 5 meeting. Chairman Kostik has requested that the contractor is notified that the invoice should be expedited.

Motion to approve an extension of the 2015 Road Improvement Project (Flag, Gensmer, Rolling Oaks) and authorize the Chair to sign a change order: Supervisor Schommer

Second: Vice Chairman Novak

Passed 4-0

4. Seal Coat Payment

Engineer Nelson recommended to approve invoice payment to Allied Blacktop for \$76,455, projected cost was \$78,000. Supervisor Schommer asked about the project clean up and if sweeping had been completed. Engineer Nelson had advised that this has been done.

Motion to approve payment of \$76,455 to Allied Blacktop: Vice Chairman Novak.

Second Supervisor Lawrence

Passed 4-0

5. Valley Oaks Road Project Update

Engineer Nelson updated the Valley Oaks Road project is going smoothly. Utilities have had some issues. CenterPoint was replacing the clay with sand. Engineer Nelson advised CenterPoint that this was not acceptable and CenterPoint needed correct.

Valley Ridge Road: Engineer Nelson advised that the estimated cost to relocate the switch gear to the drainage and utility easement is between \$5,000-\$8,000. Engineer Nelson recommended to move the switch gear, as opposed to a minor modification to the pavement edge, which could cause potential issues. The Board agreed with this recommendation. Dakota Electric will be asked to pay half up to \$4,000.

6. Fern/Birch

Engineer Nelson sent response letter to Valley Paving regarding the quantity differences on the Valley Paving Invoice. Letter is in drop box. Valley Paving had hired a company to do destructive soil boring tests to the roads (12 holes) without township approval or knowledge. Questions were asked if the soil boring will cause potential road damage in the future. Partial payment has been made and the remaining being held. The contract will be reviewed by Attorney Ruppe. Quote for over seeding and drain tile will be requested for the next meeting.

8) Treasurer Report

1. Transfer Funds

Motion to approve the transfer of funds from the Township Checking account to the Township Savings Account in the amount of \$1,250,000: Supervisor Lawrence
Second: Supervisor Schommer
Passed 4-0

2. 2015 GO Bond

Treasurer LeVoir advised the board that the 2015 GO bond proceeds have been received. Bond closed without issues. All executed paperwork has been received. Claims have been paid from the Capital Improvement Fund for road projects, which are detailed in the graph found in 8.2 in the drop box (2014 Expenses Paid \$47,164.87 and 2015 Expenses Paid \$95,645.47). A transfer for the reimbursement of

these expenses are being requested in the amount of \$142,810.34 from the 2015 Road Projects Fund to the Capital Improvement Funds.

**Motion to approve Resolution 2015-43 Approving Transfer of Funds for Reimbursement of Flag Trail, Gensmer Circle, Rolling Oaks Court, Valley Oaks First Addition, 196th St E & Southfork Dr; Casey Parkway & Killarney Avenue and Kane Avenue & Century Court Expenses: Vice Chairman Novak
Second: Supervisor Lawrence
Passed 4-0**

3. Budget 2016

Treasurer LeVair asked for the board to review and recommend the proposed 2016 Levy of \$1.34 million, which is a \$65,000 increase from the 2015 Budget or a 5% increase from last year.

Treasurer LeVair reviewed the 2016 Proposed Budget with estimated revenue and estimated expenditures, Capital Improvement Fund Analysis (CIP) from 2016-2019 and the Forecasted Levy for 2016-2019. If Board recommends the Levy for 2016, the Treasurer will prepare the PowerPoint Presentation for the Annual Continuation Meeting in September. Treasurer LeVair requested the board input and recommendation.

Supervisor Lawrence recommended an increase under 5% and asked if the Murphy Lake Road Fund could be used to reduce the increase, if distributed over 2-5 years. Treasurer LeVair advised if the Murphy Lake Road Fund was distributed over a two year period, it would likely cause a lower increase for two years and then the increase would spike resulting in the board needing to recommend a higher percentage increase in subsequent years. The board would like to prevent the large fluctuations in percentage increases as these have been issues in the past. The board would like to maintain consistency if possible. Treasurer LeVair ran a rough estimated budget with the Murphy Lake Rd Fund distributed over 4 years for planning purposes from 2016-2019. This scenario resulted in an increase of 4,4,5,4% respectively and would not plan for unexpected expenses and uses all of the cash reserves. Treasurer LeVair reminded the board that the prior year forecasted Levy for 2016 was projected to be a 6% increase for the next few years.

Treasurer LeVair will ask the auditors if some of the Murphy Lake Road fund can be transferred into a drainage fund.

After a discussion of the options, the Board is recommending a \$1.34 million Levy. Treasurer LeVoir will prepare a presentation with the 2016 Levy recommendation for the Annual Continuation Meeting.

9) Clerk's Report

1. Lakeville ISD 194 Election

Scott County has asked the townships involved with the Lakeville ISD 194 Election to run the election in order to gain experience using the new election equipment. The board recommends that Lakeville ISD 194 run the election. Clerk Donovan will contact Scott County to communicate this preference.

The Town Hall will be closed on Election Day, November 10, with no township business.

10) Town Hall

Vice Chairman Novak advised that the old posting board will be removed and moved to the back of the town hall. Supervisor Schommer said the posting board will be picked up in September.

11) Review and Pay Bills

Checks:	Paid To:	Amount:	Comments:
Paid Chk# 000330E	ANCHOR BANK	40.00	ACH/Check Scanner Fees
Paid Chk# 000331E	VISA COMMUNITY CARD	145.47	Office Supplies/Postage/iContact Fee
Paid Chk# 000332E	EFTPS	1,480.02	FICA/Medicare/Fed WH
Paid Chk# 000333E	PERA	739.11	PERA
Paid Chk# 000334E	MINNESOTA REVENUE MW5	62.60	State WH
Paid Chk# 008375	AL NOVAK	692.62	July 2015 Srv Paid in August 2015
Paid Chk# 008376	BRENT LAWRENCE	969.67	July 2015 Srv Paid in August 2015
Paid Chk# 008377	CHRIS KOSTIK	812.69	July 2015 Srv Paid in August 2015
Paid Chk# 008378	KAREN DONOVAN	XXXX	July 2015 Srv Paid in August 2015
Paid Chk# 008379	LEROY SCHOMMER	1,274.43	July 2015 Srv Paid in August 2015
Paid Chk# 008380	SARAH LEVOIR	XXXX	July 2015 Srv Paid in August 2015
Paid Chk# 008381	ALLIED BLACKTOP COMPANY	76,455.00	Seal Coat 2015 - Various Township Roads
Paid Chk# 008382	BOHNSACK EXCAVATING INC.	11,495.50	Flag Trail Culvert Repair; 196th, Southfork
Paid Chk# 008383	BRENT LAWRENCE	15.53	July 2015 Expense Reimbursement
Paid Chk# 008384	CENTERPOINT ENERGY	15.00	Town Hall Gas
Paid Chk# 008385	COLLINS TREE CARE, INC	300.00	Remove 2 dead trees
Paid Chk# 008386	COURI & RUPPE, P.L.L.P.	3,993.75	Legal Fees
Paid Chk# 008387	ECM PUBLISHERS INC	83.37	Valley Oaks 1st Add. - Easement Publishing
Paid Chk# 008388	G&K SERVICES	162.40	Town Hall Rug Service June & July 2015
Paid Chk# 008389	GALLAGHERS	582.00	July 2015 Gravel Road Mtc
Paid Chk# 008390	GOPHER STATE ONE CALL HAKANSON ANDERSON ASSOC	43.50	June 2015 Utility Locates
Paid Chk# 008391	INC	24,480.79	Engineering
Paid Chk# 008392	INTEGRA TELECOM	626.01	Phone
Paid Chk# 008393	JOHN DRAKULICH	820.00	NPDES Escrow Refund
Paid Chk# 008394	KAREN DONOVAN	89.68	July 2015 Expense Reimbursement

Paid Chk# 008395	KRAEMER MINING& MATERIALS INC	271.51	Summer 2015 Road Mtc
Paid Chk# 008396	MARKS BOBCAT SERVICE, INC.	2,500.00	Town Hall & Parks Mowing July 2015
Paid Chk# 008397	MIKES SEPTIC	425.00	Territory Pumping
Paid Chk# 008398	MVEC	705.04	Electricity
Paid Chk# 008399	NATURAL SYSTEMS UTILITIES MN	5,381.68	CSTS Monitoring
Paid Chk# 008400	PRIOR LAKE BLACKTOP, INC.	38,272.00	Patching - Various Township Roads
Paid Chk# 008401	SAFETY SIGNS	242.00	Murphy Lake Road - 35MPH Sign
Paid Chk# 008402	SARAH LEVOIR SCOTT SOIL & WATER CONSV DIST	50.00	July 2015 Expense Reimbursement
Paid Chk# 008403	SOUTHWEST NEWSPAPERS	1,332.00	June 2015 Building Site Inspections
Paid Chk# 008404	TRANS-ALARM	37.77	Agenda 06/15/15 Board Meeting
Paid Chk# 008405	U.S. BANK EQUIPMENT FINANCE	89.85	Town Hall Alarm Monitoring Service
Paid Chk# 008406	XCEL ENERGY	143.25	Lease Payment - Copier; August 2015
Paid Chk# 008407		12.71	St. Francis Light

Total 178,617.19

12) Adjourn

There being no further business before the Town Board, a motion to adjourn was heard.

**Motion to adjourn August 3, 2015 Credit River Township Meeting:
Supervisor Novak
Second: Supervisor Schommer
Motion passed: 4-0**

The August 3, 2015 Credit River Township Board Meeting was adjourned at 8:45pm.

Recorded by:

**Karen Donovan
Clerk of Credit River Township**

Approved by:

**Chris Kostik
Chairman
Credit River Township**